

**Administrative Procedure 317 – Service Dogs for Students with Special Needs,  
Appendix C**

**PRINCIPAL CHECKLIST**

This guideline is to assist school administration in preparing for a Service Animal to accompany a student at school.

- \_\_\_\_\_ Parents have requested permission in writing and included reasons, descriptions of activity and duration of intervention.
- \_\_\_\_\_ Parents have provided a letter from a member of the College of Physicians and Surgeons confirming the diagnosis as well as the recommendation of the Service Animal.
- \_\_\_\_\_ Copies of the parent request and the medical diagnosis have been placed in the Student Cumulative File.
- \_\_\_\_\_ The parents have been informed that the provision of the Service Animal is the financial responsibility of the parent.
- \_\_\_\_\_ The parent has been informed that the maintenance of the Service Animal, including bio-breaks, clean-up and other care, as required, is the responsibility of the parent or mutually agreed upon arrangements.
- \_\_\_\_\_ The parent has met with the principal to discuss the potential impact of the Service Animal on the school community.
- \_\_\_\_\_ The principal has consulted with the Superintendent or designate prior to granting permission.
- \_\_\_\_\_ The principal has communicated with the school community to ensure that parents know a Service Animal will be present in the school.
- \_\_\_\_\_ A specific letter has been sent to the parents of students who will be in any of the classes that the animal will possibly be present in case of allergies, anxieties or other concerns.
- \_\_\_\_\_ Parents have provided evidence of adequate insurance.

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